

Randolph Township Trustees Organizational Meeting Tuesday, January 4, 2011

Chairman Roger Klodt opened the meeting with the pledge at 7:00 a.m. Present: Trustees Mike Lang, Roger Klodt, Sue White, Fiscal Officer Mary Rodenbucher, D. Kolasky, Chief Mike Lang Jr., L. Klodt,

Officials and Meeting:

Mary asked for nominations for Chairman. Mike nominated Roger Klodt. Sue seconded.

RCV: Roger – yes; Sue – yes; Mike – yes;

Mary asked for nominations for Vice Chairman. Roger nominated Mike Lang. Sue seconded.

RCV: Roger – yes; Sue – yes; Mike – yes.

Mary asked for the setting of meetings for 2011. Mike moved to hold the meetings on the second and fourth Thursdays of the month at 7:00 p.m. in the Town Hall. Roger seconded.

RCV: Roger – yes; Sue – yes; Mike – yes.

Department Assignments: Roger moved to have the following department assignments:

White: Zoning, Regional Planning, Parks, and Cable

Lang: Road, Cemetery, Buildings, Machinery, and Equipment

Klodt: Fire, EMS, Health Board, Community Betterment

Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Officials Pay, Investments, Travel, Records, Audit, and Outside Counsel

Roger moved to pay the elected officials by salary according to state guidelines; Investment Officers to be the Fiscal Officer and Chairman; Pay mileage per IRS standards for outside county travel; Records Commission is the three Trustees and Fiscal Officer; Audit Committee is the three Trustees, Fiscal Officer, and D. Kolasky; Retain outside counsel as needed. Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Park Advisory Committee: Roger moved to retain Janice Adelman, Nancy Breidmeier, and Carol Kline to the Park Advisory Committee. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roads: Mike moved to appoint Larry Klodt as Road Supervisor at \$20.58 per hour. Sue seconded.

RCV: Mike – yes; Sue – yes; Roger – abstain.

Roger moved to appoint Tim Pfile as Assistant Road Supervisor at \$20.00 per hour; appoint Road Department employee Bruce Wagner at \$14.42 per hour; hire extra help at current minimum wage per hour when needed up to 20 hours per week; improve roads by force account if the cost can be kept under \$25,000 per mile by township employees; charge \$5.00 per foot beyond the 30-foot length of culvert plus the cost of the pipe and stone billed to the resident. Mike seconded. Discussion: Mike asked Larry if the fees for culvert installation are appropriate. Larry stated yes. Sue stated that Dan be given the chance to work with the Road Department before hiring outside help. RCV: Mike – yes; Sue – yes; Roger – yes.

Zoning: Roger moved to appoint Dan Kolasky as Zoning Inspector. Inspector appointed as secretary to the Zoning Boards, JMV, dog control, hall rental contact, and other miscellaneous duties at \$17.00 per hour. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to pay the zoning boards \$20 per meeting up to 18 meetings per year. Sue seconded.

RCV: Mike – yes; Sue – yes; Roger – yes.

Fire/EMS: Roger moved to retain Mike Lang Jr. as Fire Chief with a salary of \$1,000 per month. Sue seconded. RCV: Mike – abstain; Sue – yes; Roger – yes.

Roger moved to appoint Diane Bunker as full-time Assistant Fire Chief at \$18.29 per hour and pay part-time employees \$11.00 - \$11.50 per hour; Sue seconded. Discussion: Roger read a letter from Chief Lang with recommendations to maintain the current officers and fire inspection staff for 2011.

Chief Lang also requested that if funding allows he would like to increase the hourly rate for the ALS employees by 50 cents per hour to a total of \$12.00 per hour. This will make a \$1.00 per hour differential between the ALS and BLS employees and will enable us to retain high quality EMS personnel. It will also help us to maintain competitive wages when compared with other departments within our area. Mike asked Chief Lang to define ALS. Chief Lang explained ALS (Advanced Life Support). Sue stated that it is vital to our community to have well trained fire/EMS personnel. Roger asked how many RFD members are certified ALS. Chief Lang stated approximately eight members have ALS credentials. The goal is to maintain an ALS member be available 24/7. Roger amended his motion to appoint Diane Bunker as full-time Assistant Fire Chief at \$18.29 per hour and pay part-time employees \$11.00 - \$12.00 per hour based on certifications.

RCV: Mike – abstain; Sue – yes; Roger – yes.

Roger moved to appoint fire inspectors Mike Lang Jr., Diane Bunker, Andy Hamilton and Nick Reynolds. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to appoint officers Assistant Fire Chief Diane Bunker and Captains Ryan Hall, Jasen Bryan, and Adam Lang. Sue seconded. RCV: Mike – abstain; Sue – yes; Roger – yes;

Building Rentals: Roger moved to retain the rental rate for the SC/CC/Town Hall at \$100 for residents and \$150 for non-residents. Mike seconded. Discussion: Mike has given some thought to raising the rates, but feels that it may not be feasible with the current economic climate. Roger asked how many non-residents rent the buildings. Dan thought about 10%. Mike suggested reviewing the rates in six months. Roger added the following to his original motion - Civic groups, not-for-profits, and funerals free; scheduling with D. Kolasky. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to retain Donna Yoder as cleaning person for \$100 per week. Mike seconded: Discussion: Sue feels that Donna is not compensated enough. Sue asked Dan how many hours Donna spends cleaning. Dan stated that it takes 4 -6 hours for the SC/CC/TH. Larry stated that during the summer she cleans the field house twice a month. Roger suggested having Donna attend the next regular meeting to discuss this issue further. The motion was tabled until the next regular meeting.

Cemetery Fees: Roger moved to pay the current hourly minimum wage for extra help up to 20 hours per week; allow four (4) graves per family at \$150 each for residents and \$300 each for non-residents; permit residents with honorable military discharge certificate to receive one free grave for their own use; charge for cremation on weekdays \$50 and weekends/holidays \$100; interment on weekdays \$250 and weekends/holidays \$400; infant burials weekdays \$100 and weekends/holidays \$150; disinterment \$500 and re-interment \$250; permit one interment and one cremation or four cremations on one lot; foundations at \$45 per square foot. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to hire a part-time landscaper from the Master Gardeners at a rate of \$10.50 per hour as needed. Mike seconded. Discussion: Mike asked if was necessary to have a Master Gardener? Roger amended his motion to hire a part-time landscaper at a rate of \$10.50 per hour as needed.

RCV: Mike – yes; Sue – yes; Roger – yes.

Zoning Fees: Roger moved set the following zoning fees – Single dwelling - \$100; duplex - \$150; driveway - \$20; oil and gas drive - \$100; conditional permits and variances - \$150; road boring - \$50; rezoning - \$200; storage shed, swimming pool, hot tub, garage, signs, lot splits - \$25; residential addition or deck - \$30; commercial/industrial building or addition - \$75 plus \$.01 per square foot to maximum of \$225; multi-family site plan review - \$225; zoning books - \$20; CD - \$5; tape copies - \$10; \$.25 per page copies; land use books - \$56; all available in seven (7) working days if possible. Mike seconded. Discussion: Roger asked Dan if the fees were in line. Dan stated yes. RCV: Mike – yes; Sue – yes; Roger – yes.

Employee Benefits: Roger moved to set the following benefits:

- * Permit seven (7) sick days per year, non-accumulative;
- * Vacation for new hires after January 5, 2009 – 5 days after one year; 10 days after two years; 15 days after 10 years.
- * Current full-time employees (Larry Klodt, Tim Pfile, Dan Kolasky, and Diane Bunker) are entitled to the following vacation benefit -15 days after 8 years; 20 days after 15 years; and 25 days after 25 years. Permit one week carryover per year or cash out at year end.

*Holidays – New Year’s Day, MLK Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas.
Holidays are to be taken as scheduled unless approved by trustees prior to the day.

Mike seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to appoint Mark Wise and Kevin Steiner to the Randolph Township Volunteer Fire Department Indemnity Board. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to dispose of unneeded township equipment by internet auction. Mike seconded. Discussion: Mike suggested that items deemed of no value to be properly disposed.
RCV: Mike – yes; Sue – yes; Roger – yes.

Roger moved to approve meeting and travel expenses for elected officials to attend local and state training as needed. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

2011 Projects:

Complete storage building and offices at 3636 Waterloo Road
OPWC paving projects – reapply for Wilkes Roads and/or other roads as grant permits
Gazebo or shelter at Randolph School Park
Permanent Restrooms at Randolph School Park
Driveway improvements at the Randolph School Park
Playground at Randolph School Park (not to be paid with any tax dollars)
West Cemetery improvements (trees and plantings)
Sidewalk replacement in the Town Center district
Replace Road Department F-450

Roger so moved to include the above projects in the 2011 budget. Sue seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Fiscal Officer Business

Mary presented the year end balances. She requested a motion to set temporary appropriations for 2011 in the amount of \$503,967.09.

1000 General	\$ 103,665.39
2011 MVL	10,935.26
2021 Gasoline Tax	32,021.46
2031 Road and Bridge	207,716.06
2041 Cemetery	1,731.37
2111 Fire	73,022.29
2181 Zoning	1,258.22
2191 EMT/Ambulance	40,169.19
2231 Permissive MVL	24,947.45
2901 Cemetery Bequest	1,582.59
9751 Private –Purpose Trust	6,917.81
Total	\$ 503,967.09

Mike so moved. Roger seconded. RCV: Mike – yes; Sue – yes; Roger – yes.

Mary stated that it is working well with the current schedule and would like to continue having the time cards and bills turned in by noon on the Monday before the meeting. Mary also stated that her door is always open if any employee or resident has any questions or concerns.

Larry stated that since we did not receive the OPWC grant this year, he would like to increase the number of miles to be chipped and sealed based on the final cost of the building. He would also like to do more crack sealing. Mike stated that we also need to begin updating our signs to meet the new regulations.
With no further business, the meeting adjourned at 7:42 a.m.

Roger Host
Mary Rodenbucker